

THE ADS TIMES

A monthly newsletter about the Automated Directives System (ADS)

November 2002

Issue 11

Frequently Asked Questions

Questions are welcome. Please send them to ads@usaid.gov.

1) **How does "Section 508" relate to the ADS?**
[Section 508 of the Rehabilitation Act](#) requires that

- Federal employees with disabilities have access to and use of information that is comparable to the access and use by Federal employees who are not individuals with disabilities; and
- Members of the public with disabilities seeking information or services from an agency have access to and use of information and data that is comparable to the access and use by members of the public who are not individuals with disabilities.

2) **Does ADS material have to be Section 508-compliant?**

Yes. All information in ADS material must be accessible to all users, with or without a disability. Guidelines for helping to make ADS material comply with Section 508 are included in [ADS 501](#).

3) **If a contractor is hired to write ADS material, is this material exempt from regular ADS procedures?**

No. All ADS material, regardless of what type of USAID employee writes it, must adhere to the policies and procedures in [ADS 501](#) on writing style, formatting, clearance, and issuance.

ADS 2002 Training

This class will show you how to maneuver around and search both the ADS CD and the ADS web site. Additionally, we will explain what is in the ADS. Classes will be held in the Kathmandu Training Room - B1 Level, RRB.

<u>Dates</u>	<u>Times</u>
November 14	9:30 a.m. - 12:00 p.m.
November 20	1:30 p.m. - 4:00 p.m.
December 12	9:30 a.m. - 12:00 p.m.
December 18	1:30 p.m. - 4:00 p.m.

Register with [Ann Happ](#) - 703.276.7336

Fast Fact

Four AID Handbook chapters were recently superseded. See the [Handbook Status](#) guide for specifics.

What's New in the ADS?

The following **Policy Notices** were released in October 2002. Policy Notices contain new Agency policy directives and required procedures. They will be included on future ADS CDs and the ADS web site. The Notices were also posted to the USAID Notice database system, which is only accessible to USAID intranet users, at <http://inside.usaid.gov/>. You may also obtain electronic copies by sending an e-mail to nmailbox@usaid.gov.

Subject	Date
Issuance of Revised ADS 501, The Automated Directives System	10/23/02
Fiscal Year 2003 Appropriation	10/18/02
Approval of Outside Hiring for Headquarters	10/18/02
Fiscal Year 2003 Appropriation	10/15/02
Fiscal Year 2003 Appropriation	10/07/02
ADS 515, Metro Transit Subsidy Program - Revised	10/07/02
Issuance of ADS 578, Information Quality Guidelines	10/03/02
Fiscal Year 2003 Appropriation	10/01/02

Accessing the ADS

There are two ways to access the ADS:

1) **ADS CD:** If you are in a **Mission**, ask your Systems Administrator about obtaining access to ADS CD 28. ADS CD 28 was mailed to USAID Missions on Monday, 09/30/2002. **USAID/W** personnel may access the ADS CD via the USAID/W CD Tower.

2) **ADS web site:** The web address for the ADS is <http://www.usaid.gov/pubs/ads>. Series 500 Policy Notices are only available to USAID intranet users. Currently, the ADS web site does not include the still active AID Handbook chapters. See ADS CD 28 for these documents.

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